

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



024  
Reserve

# MANAGEMENT COUNCIL NEWSLETTER

150

U. S. Department of Agriculture  
U.S. DEPT. OF AGRICULTURE  
NATL. ARCH. LIBRARY  
RECEIVED

A summary of significant events of  
interest to USDA management

FEB 14 '79

Issue #35  
April 30, 1976

WASHINGTON SPACE CONSOLIDATION BEHIND SCHEDULE..... Completion of moves by ASCS, FNS and FAS are proceeding about a month behind the original schedule because of delays in delivery of materials to GSA and phone company's underestimate of phone requirements. Still no final word on availability of the new Buzzards Point Building. Also, no firm schedule for eventual renovation of the Auditors Building. In the meantime, GSA is proceeding with invitations for bids on a space consultant contract. The contractor will be asked to:

- ... Review current assignments
- ... Analyze current requirements
- ... Identify long-range (10 year) goals and objectives
- ... Devise near term action plan
- ... Design prototypical area
- ... Remain available for 1 year for ongoing consultation

(Contact: Al Cauley, 00, ext. 72815)

ASSISTANT SECRETARY FOR ADMINISTRATION BEGINS A SERIES OF MEETINGS WITH AGENCY ADMINISTRATORS REGARDING CONTROLLED CORRESPONDENCE..... Meetings held with Forest Service and FmHA last week to discuss problems involved in answering controlled correspondence on time. Both agencies recently made positive improvements in the program. Points stressed at the meetings were:

- ... Increased involvement of top management
- ... Increased use of variable deadlines
- ... Increased review of correspondence overdue and becoming overdue to insure that it does not "fall through the cracks"
- ... System development and follow-up

(Contact: Jerry Peper, 00, ext. 78393)

LABOR DEPARTMENT REJECTS CONTRACT COMPLIANCE DIVISION-OEO INITIATIVES..... DOL's Office of Contract Compliance Programs (OFCCP) has turned down four management improvement initiatives suggested by CCD-OEO, designed to modernize and boost the productivity and effectiveness of the Contract Compliance Program. Major reason for rejection is initiatives require revision of OFCCP Regulations. Assistant Secretary for Administration plans to pursue further and doesn't agree that reluctance to change should stand in the way of progress and improvement. (Contact: Martin Osias, OEO, ext. 73679)

NON-OFFICIAL TELEPHONE CALLS.....Long distance calls to non-FTS numbers can be made without challenge. Most employees are aware of this and some may be using FTS for personal use. To date, the printouts showing sampled calls (approximately 10%) showed only the number called from. Office of Operations has obtained an expanded printout of 447 (D.C. Complex) calls during January 1976 showing the originating number, number called, duration of call, month, day and time of day. This information will be given to Administrative Services Directors for review to determine whether the FTS system may have been misused. If warranted, OO will obtain similar printouts during the next few months to support necessary disciplinary action. (Contact: Bill Roth, OO, ext. 75225)

FEDERAL LABOR RELATIONS COUNCIL DECISION ON SICK LEAVE REQUESTS BY FAA CONTROLLERS REINFORCES CSC POSITION.....Fatigue caused by lack of sleep while attending sick members of your family does not qualify you for sick leave. You must be incapacitated by sickness, injury or pregnancy and confinement, etc. The decision also emphasized that the law authorizes annual leave for more than vacations and it should be used for other personal and emergency reasons - such as the cases in question. (Source: Federal Personnel Manual System Letter No. 630-24)

DID YOU KNOW THAT IN 1975 FCIC.....

- ... Protected \$1.5 billion in farmers' crop production costs from loss caused by drought, storms, insects, disease and other unavoidable causes.
- ... Offered 3,623 insurance programs on 23 varieties of crops in 1,470 counties.
- ... Insured 316,000 separate crops for 213,000 farmers.
- ... Paid nearly \$65 million to insured farmers who suffered crop losses or damage.
- ... Developed a training course for the ASCS Disaster Program and trained some 1500 ASCS employees in appraisal methods during the past two years.
- ... Increased premium income from \$52 million in 1974 to \$73 million in 1975. This will increase to some \$90 million in 1976.

LEGISLATIVE ITEMS OF INTEREST.....

- ... Grain Inspection Passed by Senate. H.R. 12572 establishes a Federal system for inspecting and weighing grain. The bill contains the language of the Senate-passed bill S. 3055. (Contact: Al Duran, OMF, ext. 74654)
- ... Block Grant Proposal for Child Nutrition Programs Introduced. On April 13, Rep. Robert Michel (R-ILL) introduced legislation (H.R. 13208) to consolidate 13 different child nutrition programs (currently administered by Food and Nutrition Service) by providing a cash grant to states to run these programs.
- ... Congress Returns. Congress reconvened Monday, April 26, 1976, after returning from Easter recess.

(Contact: L&FR, OMF, ext. 74654)



SPRING PREVIEW MEETINGS STARTED.....The purpose of these meetings is to discuss program and management issues which will have an impact on the Department's 1978-1982 program and financial plans. During the week of April 26-30, meetings were held with APHIS, AMS, P&SA, SCS, ES, EMSC, and FCS. The remaining agencies are scheduled through May 18. (Contact: Bob Sherman, OMF, ext. 76176)

SECOND DEPARTMENTAL ADP MANAGERS CONFERENCE.....This conference will be held at the Dulles Marriott Motel on May 13 and 14. The theme is "Preparing For Tomorrow...Today" and will emphasize the role of planning in the management of ADP resources. First day topics will cover planning responsibilities, project planning and control including the allocation of priorities, ongoing system operations including review of current work, types of plans prepared in an ADP shop, and ADP planning pitfalls. Second day topics will cover planning as it relates to ADP procurement training/career development. (Contact: H. Meetze, ADS, ext. 76275)

THE PHOTOCOMPOSITION TASK FORCE (NELSON FITTON, COMM, AND JERRY PEPPER, OO, CO-CHAIRMEN) WILL MAKE ITS REPORT IN A COUPLE OF WEEKS.....The task force then expects to make recommendations, with specifications, for a system that will achieve substantial savings through "text compression," reducing the turn-around time and amount of time typists spend on retyping pages, and eliminating the time editors spend on proofs. The system will include an optical character recognition input and a page reading device, video terminals, a line printer, disc storage, and an output for subsequent processing. The system will afford wide flexibility and allow interchangeable approaches--photocomposition within the Department, by contractors, and by GPO. Expected cost will probably vary from \$250,000 to \$300,000. (Contact: H. Taylor, COMM, ext. 77903)

SINGLE PURPOSE APPLICATION WITH AUTOMATIC REFERRAL SYSTEM (SPAARS).....Region VIII (Denver) Federal Regional Council is completing a 2-year SPAARS project in which it has worked with interested state governments in (1) developing a single purpose application for individuals seeking income assistance under Federal-State programs and (2) in establishing information referral systems within the states. To date, Food Stamps is the only USDA program involved in the pilot tests. The pilot projects have not yet definitely established there will be cost reductions coupled with improved services to eligible clientele. Problems have arisen because of inconsistencies between federal agencies on terms, definitions, and other provisions governing a client's eligibility. On April 14, FRC project leaders visited appropriate federal agency headquarters personnel in Washington on how such legal constraint problems might be reconciled. As a result of their meeting with USDA officials, Merwyn Kaye, OGC, was designated as a USDA contact for the committee on legal matters relating to USDA programs. (Contact: E. Hanson, OIA, ext. 73493)

AMERICAN INDIAN SURVEYS CONTINUE.....The last in the current series of Indian Surveys is scheduled for the week of April 26, 1976. Members of the Special Task Force for American Indian Affairs and the Indian Desk will visit the Cheyenne River reservation in South Dakota to appraise USDA programs on the reservation and discuss with the Council what additional needs could be met through Department programs. (Contact: Dick Peer, OEO, ext. 77328)

IRS CHECKUP ON MIGRANTS.....IRS is starting a crackdown on crew leaders and farm labor contractors who failed to withhold Social Security taxes from the paychecks of migrant workers. Many employers, the IRS said, "mistakenly assume they are not responsible for withholding Social Security taxes from migrant workers and filing appropriate returns." (Contact: Miles S. Washington, Jr., OEO, ext. 74257)

USDA-CSC MEET TO DISCUSS MAJOR PERSONNEL ISSUES AND CONCERNS.....USDA's Undersecretary, Assistant Secretary for Administration, and Director of Personnel met with CSC's Chairman Hampton and other CSC staff on April 19 to discuss personnel management evaluation, within-grade increases, equal employment opportunity, executive development, performance ratings, major problems in particular agencies, and CSC problem areas. (Contact: S. Pranger, OP, ext. 73585)

OA TO AUDIT SERVICE CENTERS.....Audit, covering 18 service centers, is to find how well the service center idea has been implemented at State and local levels and in what ways functioning of the centers can be improved. Auditors also will check five States where centers have not yet been established to find out what has prevented implementation. (Contact: J. J. Jackson, OA, ext. 75110)

SAVINGS BOND CAMPAIGN BUILDING VERY SLOWLY.....To achieve Secretarial goals, we need 8,000 new subscribers and 14,000 allotment increases. As of April 26, 900 new subscribers and 700 allotment increases were reported. (Contact: G. Bickerton, APHIS, ext. 68051)

REMINDER - KEEP YOUR USDA ID CARDS HANDY.....Starting Monday, May 3, everyone must carry and be prepared to display their ID cards when requested by a security guard, law enforcement officer or properly designated USDA official. Refer to the memo on Physical Security Program sent to all USDA employees for more details.

#### HIGHLIGHTS OF APRIL 29 MANAGEMENT COUNCIL MEETING.....

- ... Comments on study of EEO Committees within USDA should be promptly submitted to OP for consideration.
- ... Council considered problems surrounding May 3rd implementation of new security system in Administration and South Buildings.
- ... Council discussed testing, on a trial basis, centralized controlled correspondence unit responsible for answering selected mail addressed to the Secretary.
- ... Revised printing plant pricing schedule was explained.